

**WIA YOUTH PROGRAM  
PROPOSER'S WORKSHOP  
MARCH 9, 2006**

**QUESTIONS AND ANSWERS**

<b>QUESTION</b>	<b>ANSWER</b>
1) Younger youth are defined as 14-18. We work with youth who are severely deficient, 16 years old with freshman status working on a GED; does this mean we cannot serve these youth? Is this based age-wise or credit-wise?	This is based on HS credits and not age. In-school youth must be High School (HS) seniors.
2) Is the Statement of Experience part of Attachment 8?	Yes
3) On the Appendix, do you want the documents in this particular order or numbered sequentially or how?	As long as all necessary documents are included and identified, there is no preference.
4) The credential requirement for in-school students coming out of high school; if they go on to post-secondary education without a HS diploma, how do you classify that?	<p>Under the current guidelines (pre-reauthorization) as found in TEGL 17-05, the answer depends upon whether the youth is classified as a younger youth (ages 14-18 at time of enrollment) or an older youth (ages 19-21 at time of enrollment). In-school older youth are subject to the "Older Youth Credential/Certificate Rate" performance measure. An older youth, who does not have a HS diploma or GED, but attends post-secondary education during the first quarter after program exit, can achieve the credential/certificate measure if they obtain their post-secondary degree or other recognized credential by the end of the third quarter after exit.</p> <p>Younger youth are <u>not</u> subject to the "Older Youth Credential/Certificate Rate" performance measure. They are subject to the "Younger Youth Diploma or Equivalent Attainment" performance measure. In-school Younger youth (14-18) that exit the program (leave high school without a diploma or equivalent) are still subject to the "Younger Youth Diploma or Equivalent Attainment" performance measure even though they have entered post-secondary education. In order to achieve this measure, they must obtain a diploma (secondary or post-secondary degree or equivalent) by the end of the first quarter after exiting the program.</p>
5) Referencing follow-up services, 3 <sup>rd</sup> Qtr after exit, would that still be a viable exit if youth going on to secondary education?	It would be a viable exit provided the youth meets the performance requirements of obtaining a HS diploma, GED, or credential/certificate by the end of the third quarter after exiting the program.

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6) If a youth doesn't have a HS diploma or GED, can they go on to college?	Yes, they can go on to college but will be subject to the performance requirements described above in the answer to Question #4.
7) Will potential service providers be asked to make a presentation to the Youth Council this year?	At this time, this decision has not been made.
8) Contractual issue: will contract be written under the current performance measures or citing common measures?	Contract will be negotiated to conform to performance measures as described in Training And Employment Guidance Letter (TEGL) No. 17-05. We will institute common measures consistent with the timelines and guidance provided by federal and state directives.
9) Regarding youth with learning disabilities, how do you report literacy and numeracy gains?	Refer to TEGL 17-05, which covers disabled youth.
10) How many enrollments are you expecting for this program year?	We are anticipating numbers similar to our current enrollment which is 350 youth.
11) On the audit, where do you want that listed in the appendix?	It's part of the budget. It is included with the budget documentation.
12) Are we operating under common measures or the other performance measures?	We are operating under the performance measures described in Training And Employment Guidance Letter (TEGL) No. 17-05. We will institute common measures consistent with the timelines and guidance provided by federal and state directives.
13) Monitoring Visits – will the schedule be the same as before or will you change it?	Currently there are no changes in scheduling for monitoring visits.
14) Leveraging agreement – do you want it to be in the form of an MOU or what?	Use the form provided as Attachment B in the RFP or a comparable form that meets the requirements found in RFP Attachment XI (Sample Contract) on page 11 under Subcontracts/Linkages.
15) The proposals timeline says 9/30 is the last day to enroll participants. Must all participants be enrolled within this quarter?	Yes; 9/30 is the cutoff date for enrollments in order to provide a quality program for the youth and meet contractual requirements.
16) Is this program for youth 14 – 21?	Yes, however, <u>in-school</u> youth must have senior status.
17) Do we prepare one budget for both years?	Yes.

QUESTION	ANSWER
18) On the Proposal Cover Sheet, there is a statement that reads: "Written authorization from the governing board in support of this program is included with this proposal cover sheet." What does that mean? Do I need to include some sort of written authorization from our board in the proposal... do you have an electronic copy of what that looks like?	Yes, you do need to submit written authorization from the governing board in support and endorsement of the WIA Youth Proposal. An acceptable format would be a copy of the minutes addressing the proposal approval by your governing board.
19) Will there be a limit as to the referrals made to the providers who are awarded the grant?	Providers that are awarded a contract are responsible for recruiting participants to be served. The Employment Resource Centers may be a source of referrals to your program. The number of participants to be served will be addressed in the awarded contract(s).
20) Are we (as individual contractors) "required" to serve a certain percentage of in-school and/or out-of-school youth? Does the 70% out-of-school requirement also apply to individual contractors, or can we propose the percentage of in-school and out-of-school youth that we wish to serve?	Proposals may be submitted that reflect a combination that differs from the 70% out-of-school youth goal, however, the Local Workforce Investment Board has set a county-wide program goal of 70% to be expended on out-of-school youth, and awards will take into consideration each provider's ability to serve that target group.
21) If we have more linkages and leveraged resources to list than the space allows on the county generated forms, does this mean that we cannot list them all if they equal more than one page each?	The RFP Attachments will be e-mailed to organizations who e-mail their request to <a href="mailto:jsmith@wdd.sbcounty.gov">jsmith@wdd.sbcounty.gov</a> . After completing the electronic version, and if necessary, proposers may add a second sheet to list all linking and leveraged resources.
22) For Contracting Experience, there may not be enough room on the county generated form to list all of the information requested. Are we strictly confined to the space on the form?	The answer as provided in the response to the linkages/leveraged resources question (#21) applies as an answer to this question. If necessary, proposers may add a second sheet to list the Contracting Experience.
23) If the budget form is only two pages, where do I address the "Method of Calculation and Justification" for each line item expense?	The method of calculation and justification should be addressed in the budget narrative.
24) If I did not attend the mandatory proposer's workshop, may my organization submit a proposal?	All prospective proposers must attend the workshop. Any proposal submitted to the Workforce Development Department that did not meet this requirement will not be reviewed nor evaluated.

<b>QUESTION</b>	<b>ANSWER</b>
25) Does the amount of \$5,000 per participant include administrative cost?	Yes, the amount of \$5,000 per participant does include administrative cost.
26) Certified Teachers are required for the basic and remedial education training. Does the \$5,000 cost per participant include the cost of the Certified Teachers?	Yes. the amount of \$5,000 per participant does include the cost of Certified Teachers.